## **Arizona Department of Health Services**

## Office of Child Care Licensing

## **Child Care Center Rules Instrument**

Pursuant to A.R.S. § 36-891(F)

Facility:		CDC-	Date:	Page 1 of 5
Statute or Rule:	C NC N/A NE TA	☐ Plan of Correction	Exit Interview only	
A.R.S. § 36-882.M. Department notified in writing within 10 days of change of director				
A.R.S. § 36-883.02.A.C. Child care personnel shall apply for <i>Fingerprint Clearance Card</i> within seven working days of employment. Affidavit on file.				
R9-5-208 Changes Affecting License  B.E. Services, space utilization, licensed capacity  H.I.J. Written notification of change of controlling person/des. agent/resp. party (30 days)				
R9-5-301 General Licensee Responsibilities  A.3 Change of director D.2 Immediate access B.1. Designates qualified individual to act in director's absence G. Staff with CPR/First aid on premises, vehicles, field trips  B.2. Supervision of unqualified staff B.3. Staff attendance records I. Record of fire drills once/month (12 mos.)				
R9-5-302 Statement of Child Care Services				
A.1. Desc.of facility's child care srvc./class A.2. Hours of operations A.3. Facility street & mailing address, phone A.4. Child enrollment & disenrollment proc. A.5. Charges, fees, payment requirements A.6. Child admission & release requirements A.7. Age-appr. discipline guidelines/methods A.8. Transportation procedures A.9. Field trip requirements & procedures A.10. Parent responsibilities A.11. Description of activities & pgrms A.12. Liability insurance carried by licensee A.13. Medication administration procedures A.14. Accident & emergency procedures A.15. Inspection reports available on-site A.16. Facility regulated by DHS; Dept.'s address, phone A.17. Pesticide application procedures A.18. Parental access to premises				
R9-5-303 Posting of Notices  A. Posted conspicuously in facility A.1. Facility license A.2. Name of facility director A.3. Name of ind. desig. to act in direct. abs. A.4. Fees and refund policy A.5. Menus for the current calendar week  A.6. Pres. of any comm. disease or infestation A.7.8.9. Notice of denial, revocation, suspension; A.10. Notice of availability of facility inspection reports B. Licensed capacity posted in each indoor activity area C. Notification of pesticide application				
R9-5-304 Enrollment of Children B.C. Emergency Information & Immunization Record (EIIR); Ready access to cards				
R9-5-305 Child Immunization Requirements  A. Children's immunization records or exemption  B. Attach copy to EIIR				
R9-5-306 Admission & Release of Children; Attendance Records A.1. Children's sign in/out records B. Roster documentation (12 mos.)				
R9-5-307 Suspected or Alleged Child Abuse or Neglect				
R9-5-308 Insurance Requirements				

C = Compliant NC = Non - Compliant N/A = Not Applicable NE = Not Evaluated TA = Technical Assistance

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R9-5-309 Gas & Fire Inspections			
R9-5-401Staff Qualifications1. Facility director3. Teacher-caregiver5. Teacher caregiver aide2. Director designee4. Assistant teacher-caregiver6.7. Student-aide/Volunteer			
R9-5-402 Staff Records & Reports (12 mos.)			
R9-5-403 Training Requirements  A.1-17. Staff orientation within 10 days of hire  B-D. 18 hours training every 12 mos, documentation  E. CPR (participatory)/First aid requirements			
A. Infants 1:5, 2:11 3-year old children 1:13 1-year-old children 1:6, 2:13 4-year-old children 1:15 2-year-old children 1:8 5-year-old children 1:20 School-age children 1:20  B. Age-appropriate/developmentally-appropriate grouping B.1. Ratios based on youngest child in group B.3. Student-aide not counted as staff C.1. 2 staff on premises if 6+ children (including director/designee) C.2. 2nd staff person available within 15 minutes if 5 or fewer C.3. Infants not with older children if 6+ children D. Staff duties not simultaneous with child care duties Adequate personnel to perform administrative, food, etc.			
R9-5-501 General Child Care Program, Equipment, Health and Safety Standards  A.1. Health, safety or welfare of child not placed at risk of harm  A.2.3. Drinking water accessible, available in indoor/outdoor activity areas  A.6. Age-appropriate toys, materials, equipment  A.9.a.c.d. Feeding chair standards/safety strap/tray/sanitize  A.12. Facility premises, buildings, free from hazards  A.13. Toys & play equipment maintained in good repair & in condition for intended use  A.14. 68°-82° in activity areas  A.19 Toxic or flamm. materials, hazardous substances/child warning label, haz. equip. inaccessible  C.1. Staff supervise each enrolled children at all times  C.3. Children clean & clothing changed when soiled  C.4. Activity schedule (with times) posted in activity area  C.5. Lesson plans - dated & posted in activity areas (12 mos.)  C.9. Child's personal products labeled, written approval, inaccessible  Monitor child for sun exposure			
R9-5-502 Supplemental Standards for Infants  A.1. Provide wall-enclosed room, exits A.2-3. Indoor & outdoor activities A.5. Tummy time A.7.b. Toys, materials, & equipment A.8. Crib standards A.10. Crib spacing - 2 feet apart A.11. Food labeled B.2. If awake, 30 minute max in crib, swing, high chair  C.1.d. Written daily record (3 mos.) C.1.g. No soft pillows, toys in crib when child sleeping C.1.h.i.j. Sanitize cribs, sheets, blankets updated (12 mos.) C.1.h.i.j. Written feeding instructions-posted C.3.a.b Bottles labeled, not propped			

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R9-5-503 Standards for Diaper Changing  A.1. Sanitizable, seamless, smooth surface; Clear of unrelated items  A.2.a.b.c. Handwashing sink: Water 86-110°, soap & single-use paper towels from dispensers  A.3.4. 2 containers, lined & covered  B.1.2.3. No food/prep in area; Water not drawn; Staff/food prep no diaper changing  D. Written diaper changing procedures - post & implement  E.1. Use separate wash cloth/towel only once for each child  E.2. Wash & dry with child's labeled products  E.3. Use single-use non-porous gloves  E.4.5. Staff/children wash hands with warm water, soap  E.6. Clean, sanitize, dry surface following each diaper change  E.7. Use single-use paper towels from dispenser  F.1. Inaccesssible containers  F.2. Maintain daily dated log of diaper changes (12 mos.)				
R9-5-504 Supplemental Standards for 1 & 2 Year Old Children  1. If awake, less than 30 min. in crib, feeding chair, confinement 3. Age-appropriate safe toys 5.d. Sippy cup labeled 5.d. Sippy cup labeled				
R9-5-505 Supplemental Standards for 3-Year-Old, 4-Year-Old, and 5-Year-Old				
R9-5-506 Supplemental Standards for School-age Children  A.1. Supervise child while en route to & from bathroom  3. Age-appropriate toys 4. Quiet study area provided				
R9-5-507 Supplemental Standards for Children with Special Needs A. Individual plan (12 mos.), updated D.1.2. Developmentally appropriate materials/assistance				
R9-5-508 General Nutrition Standards  A. Meals to be available D. Provide milk or juice if not provided by parent B. Time periods for meal service E. Age-appropriate nutritional requirements/Variety C. Meal pattern requirements & F. One day supply G. Second servings available				
R9-5-509 General Food Service & Food Handling Standards  A.B Sanitation - Every 12 months , Local ordinances/permit obtained every 12 mos.  C.1. Wash hands before handling/eating food C.2. Single use washcloth for inf/spec needs C.7. Family style  C.1. General Food Service & Food Handling Standards  C.1. 1.00% full-strength fruit or veg. juice C.14. Special dietary instructions posted kitchen/activity areas  C.1. Weekly menu - Posted & dated C.18. Substitutions noted				
R9-5-510 Discipline & Guidance  A.1. Reasonable rules & limitations B.4. Discipline not associated with:  A.2. Teaches, models B.4.a. Eating, napping, sleeping, toileting  A.3. Suggest alternative B.4.b. Medication  A.4. Holds child to regain composure B.4.c. Mechanical restraint  B.1. Discipline does not cause harm B.5. Not administered by another child  B.2. No corporal punishment C.1 Separate child no longer than 3 minutes  B.3. Abusive language C.2. Separate >10 minutes w/t interaction				
R9-5-511 Sleeping Materials & Equipment, Napping  A.1. Cot, mat, crib accommodates child C. 18" between rows of cots or mats A.2. Clean sheet to cover mat E.1-5 Naptime standards: No direct contact with floor A.3. Clean blanket/sheet to cover child while napping, no T.V.  A.4. Rug, carpet, blanket, or towel not used A.5. Maintained in cleaned/repaired cond'n  G:\Forms\CDC\Center Rules Instrument Checklist.doc (2-11) CCL-114		Center Represer	itative Initials	

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R9-5-512 Cleaning & Sanitation  A. Premises free of insects & vermin  B.1-2 Premises/furnishings clean & free from odor  C.1.2 Flooring clean, free from dampness, odors, hazards  D. Plumbing flooring, fixtures clean, sanitized  F.1. Toilet room contains, within easy reach of children: Mounted toilet tissue, sink with running water, dispensed soap & single-use paper towels or air dryer  F.2.3. Staff & children wash hands after toileting  F.4. Food waste stored in covered, clean, lined container  F.7. Toys, materials, equipment in clean condition  F.8.9. Plumbing fixtures clean, working; chipped/cracked sinks repaired or replaced			
R9-5-513 Pets & Animals			
<ul> <li>R9-5-514 Accident &amp; Emergency Procedures</li> <li>A. First aid kit - inaccessible to children/sufficient quantity</li> <li>A.1 Sterile bandages, gauze pads, rolls A.2 Antiseptic A.3 Scissors A.4 Adhesive tape</li> <li>A.5 Single use/non porous gloves A.6 Closeable 1-gal plastic bags</li> <li>C. Written fire and emergency plan accessible to staff; update every 12 months.</li> <li>1.a.b.c.Location of first aid kit, names of staff w/first aid, CPR</li> <li>1.d Directions for verbal notification of parents within 30 minutes of accident or emergency; directions for written notification to parent within 24 hours</li> <li>1.e. Facility's address, emerg. phone numbers for fire, police, ambulance, poison control</li> <li>C.3 Post written fire &amp; emergency plans in areas without communication system</li> <li>D. Building evacuation plan posted near designated exit in activity area</li> <li>E.1.2. Operating phone OR 2-way communication system that connects with individual with direct access to in &amp; out phone</li> <li>F. Documents and notifies parent of injury or emergency requiring medical treatment</li> <li>R9-5-515 Illness &amp; Infestation</li> <li>B.1-3 Immediately separate child, notify parent, document (12 mos)</li> <li>D. Exclude ill staff</li> <li>E. Written notice regarding communicable illness or infestation to staff, parent, &amp; local Health Dept. (24 hrs.)</li> <li>F.1.2. Dated, written notice of comm. illness or infestation posted in entrance (12 mos.)</li> </ul>			
F.3. Illness log of staff & children (12 mos.)			
R9-5-516 Medications  A. Written policy regarding medication B.1. One staff member designated in writing B.3. Written parental permission: B.3.a. First & last name of child B.3.b. Name of medication B.3.b. Name of medication B.3.c. Prescription number, if any B.3.d. Instructions for administration B.3.e. Reason for medication B.3.f. Date of authorization B.4. Medication in original containers  B.4.b. Labeled with child's name D.F. Record of medications admin. 12 mos. F.1.a. Name of child F.1.b. Name, prescription #, & amount F.1.c. Date & time med administered F.1.d. Signature of staff member who admin med. G. Return unused medications H.1-3. Staff/children's medications locked separately B.4. Medication in original containers  B. 4.b. Labeled with child's name D.F. Record of medications admin. 12 mos. F.1.a. Name of child F.1.b. Name, prescription #, & amount F.1.c. Date & time med administered F.1.d. Signature of staff member who admin med. G. Return unused medications H.1-3. Staff/children's medications locked separately B. 4.b. Labeled with child's name D.F. Record of medications admin. 12 mos. F.1.a. Name of child F.1.b. Name, prescription #, & amount F.1.c. Date & time med administered F.1.d. Signature of staff member who admin med. G. Return unused medications H.1-3. Staff/children's medications locked			
R9-5-517 Transportation         A.1. Written permission to transport       A.10.a.b. Working heating & cooling systems         A.3. Vehicle registered by ADOT       A.10.c.d. First aid kit, 2 towels or blankets         A.4. Proof of insur. in vehicle       A.10.e. Sufficient water, receptacles         A.8. Restraint system (A.R.S.§28-907)       A.11 Maintain in clean condition			

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R9-5-517 Transportation – cont'd A.12. Maintain service records on premises C.D. Staff-to-child ratios met B. Driver qualifications: B.12. 18 years of age, Valid driver's license  B. Driver does not use telephone or audio headphones while vehicle in motion				
R9-5-518 Field Trips  A.1. Written parental permission: Date & purpose, depart/return times, destination info  A.2. Field trip plan: Names of participants, depart/return times, license #, destination info  A.3. Maintain field trip and plan (12 mos.)  B.1.2 Copy of Emergency cards & Plan  B.3.4. List of children; Sufficient water  C. Attendance doc.  D,E. Proper identification  F. Volunteer drivers  G. 6+ children, teacher-caregiver + 1 staff				
<ol> <li>R9-5-601 General Physical Plant Standards</li> <li>Infant room - If capacity is more than 5, a second exit required</li> <li>Diaper changing area in rooms with diapered children</li> <li>Glass, mirrors, windows within 36" from floor constructed with safety glass</li> </ol>				
R9-5-602 Facility Square Footage Requirements				
R9-5-603 Outdoor Activity Area  C.1. Enclosed by fence E.1.2. Rubber material or resilient 6" fall surface  C.1.a. Minimum of 4 feet high F. Asphalt or concrete not installed under swings or climbing equipment  C.1.c. Open spaces do not exceed 4" H. Shaded area for each child occupying outdoor area  C.2. Maintained free of hazards				
R9-5-604 Swimming Pools B.3. No portable pools				
R9-5-605 Fire & Safety A. Portable fire extinguishers (2A-10-BC) B.1. Designated exits unobstructed/unlocked B.5. Electrical extension cords not used B.6. Unused electrical outlets covered w/safety plug or insert  B.9. Fans mounted & inaccessible to children bathroom B.10. Toilet room ventilation while children in bathroom B.15. Sprinkler system (12 mos) B.16. Fire extinguishers				
OTHER:				
☐ Documents requested:				
NOTE: Deficiencies must be corrected immediately. An exit interview was This abbreviated evaluation is not all inclusive of ARS § 36-891 et seq and thes reserves the right to amend the findings of this document after programmatic re  The Written Documentation of Correction is due within 10 days of the Written Documentation of Correction was submitted at the temporary to the transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the temporary transfer of the Written Documentation of Correction was submitted at the Written Docume	e rules. Other a view. of receipt of th	reas may be inspected at the ne Statement of Deficienc	Surveyor's discretion. The I	resentative. Department
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